



State Procurement Office

14th Floor Capitol Tower, 600 E Boulevard Ave Dept 012,
Bismarck ND 58505-0310

A Division of the Office of Management & Budget

Contract Information

Term Contract Name:	WIC Checks
Term Contract Number:	141
Contract Period:	05/01/2006 through 04/30/2007
Contract Administrator:	Dillys Bach
Phone Number:	701-400-4589
Fax Number:	701-328-0109

Contractor Information

Contractor Name:	Star Business Forms 2021 Boston Drive PO Box 1431 Bismarck, ND 58502
Service Representative:	Roger Wald
Toll Free Telephone Number:	800-378-8115
Telephone Number:	701-224-8548
Fax Number:	
Email Address:	star@bis.midco.net

Freight Charges and Delivery: Delivery is to be f.o.b.any North Dakota location and must be made within 30 days after receipt of purchase order. If delivery requirements cannot be met within the specified time, the vendor must notify the ordering agency in writing of the delay and the approximate date delivery may be expected.

Ordering and Billing Information: Orders will be issued by individual agencies and billings are to be submitted as indicated in the purchase orders. Since all billings, invoices and credits must be processed by individual agencies before

payment is made, submission of these items to the State Procurement Office will only delay payment.

Purchasing Cards: The procuring agency may place orders by issuance of a purchase order or may elect to place an order and make payment using a purchasing card. The contractor will accept a purchasing card without passing the processing fees for a purchase card back to the procuring agency.

Revisions: Additional Services added 04/10/06

General Terms and Conditions:

Title: Title to items ordered shall not pass to the state until the items are received and accepted by the state. The contractor shall be responsible for any loss prior to the actual receipt of the items by the state or its agent.

Investigations: The State reserves the right to make an investigation or investigations of the materials, equipment, supplies, qualifications or facilities offered by the apparent low bidder or bidders. The investigation would be to determine whether or not the apparent low bidder or bidders could meet the requirements set forth in the solicitation.

Material and Workmanship: All material and workmanship shall be subject to inspection and testing by the state either at: (1) the point of manufacturer; or (2) place of storage, or (3) upon receipt.

Specific Terms and Conditions:

Counts: All bids are for exact counts. Overruns will not be paid for, underruns will not be accepted.

Inventory: The successful vendor will be required to do a physical inventory on site and provide inventory reports to the ordering agency, upon request.

Negatives or Artboards: Negatives or artboards must be returned to the ordering agency before the invoice will be approved for payment.

Pricing and Tax Information:

Pricing: The price is to be less federal and state taxes, for which exemption certificates will be furnished upon request. Pricing shall be firm for the period of the contract.

Taxes: The State does not pay sales tax or federal excise tax. The state sales tax exemption number is E-2001. The federal tax-free transaction number is 45-70-0010K.

Pricing		
Item No	NAME & DESCRIPTION OF FORM	PRICE PER THOUSAND - CAMERA-READY
SECTION I - BANK OF NORTH DAKOTA		
1.	WIC Checks Packed 2,500 /Box	\$18.90/M
2.	Storage, Freight, Distribution	\$4.03/M
	Total Cost per thousand checks	\$22.93/M

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